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| **Date:** | 02 October 2019 |
| **Time:** | 03:30 PM to 06:30 PM |
| **Venue:** | SIS SR 2-3 |
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| **Attendees:** | Christine, Wang Ting, Lifu, Yu Liang, Tee Yong |
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| **Agenda:** | 1. PM handover 2. Discuss critical path 3. Discuss upcoming app functions 4. Discuss task allocation |

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|  |  |  | **Due Date** |
| 1 | PM handover | Lifu, Wangting | 02/10/19 |
| 2 | Update project schedule | ALL | 02/10/19 |
| 3 | Commit minutes | Christine | 02/10/19 |
| 4 | Complete Bootstrap with validations | ALL | 05/10/19 |
| 5 | Ideation on “Start & Clear Bid Rounds” | Lifu | 05/10/19 |
| 6 | Ideation on “Add Bid”, “Edit Bid”, “Drop Bid” | Christine, Yu Liang | 05/10/19 |
| 7 | Ideation on JSON Checker | Tee Yong | 05/10/19 |

The meeting was adjourned at 03:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ngo Thanh Van (Christine)

Vetted and edited by,